

Candidate Information Bulletin



A Division of CAPSTAR

STATE OF UTAH

Physician Assistant

Examination

- Physician Assistant Law and Rules Examination

Licensure Process

Upon completion of all licensure requirements including passing the examination, submit a complete application for licensure to:

By U.S. Mail

Division of Occupational and Professional Licensing

P.O. Box 146741

Salt Lake City, UT 84114-6741

By Delivery or Express Mail

Division of Occupational and Professional Licensing

160 East 300 South, 1st Floor, Main Lobby

Salt Lake City, UT 84111

Applications for licensure are available on the Internet at www.dopl.utah.gov.

You may also obtain them from:

Exporior Assessments

A Division of Capstar

1260 Energy Lane

St. Paul, MN 55108

800.882.3981

www.exporioronline.com

Registering and Scheduling for the Examination

Exporior provides computer-based testing (CBT) at any of the multistate Capstar Testing NetworkTM centers, including the testing center located at 5486 South 1900 West, Suite C, Taylorsville, Utah. Paper-and-pencil testing is also available once per month in St. George, Utah.

Registration and scheduling is available by:

- MAIL:** Complete the Examination Application form and mail with your examination fee(s) to:

Exporior Assessments

A Division of Capstar

1260 Energy Lane

St. Paul, MN 55108

You will be scheduled for an appointment at the first available time at the location you indicate on the application form.

© Copyright 2004, Exporior Assessments, LLC. All rights reserved.

- FAX:** If paying the exam fee(s) with Visa or MasterCard, complete the Examination Application form and fax to Exporior at 800.347.9242. You will be scheduled for an appointment at the first available time at the location you indicate on the application form.

- PHONE:** If paying the exam fee(s) with Visa or MasterCard, you may register and schedule your appointment by calling Exporior at 800.882.3981 Monday through Friday between 6 a.m. and 7 p.m. (Mountain time).

Approximately ten days after your application is received, Exporior will mail you an Admission Letter providing you with the examination date, time and location.

RESCHEDULING YOUR APPOINTMENT FOR OTHER THAN THE ST. GEORGE TESTING SITE

To avoid a rescheduling fee, you must call Exporior at 800.882.3981 **at least three full business days** before the day of your scheduled appointment. **Before you call to reschedule**, refer to the chart below to determine the **last day** you may call without paying a \$40 rescheduling fee.

Note: the schedule below does not include holidays.

If your exam is on:	Call by 7 p.m. Mountain time the previous: (This is the last day you may call without paying a rescheduling fee.)
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

If you do not allow at least three full business days to reschedule your appointment, as described above, you will be required to pay a \$40 rescheduling fee prior to choosing another appointment. Call Exporior to pay this fee using Visa or MasterCard and reschedule your appointment. You may also pay the \$40 rescheduling fee by mailing a cashier's check or money order, or by providing Visa or MasterCard information.

RESCHEDULING YOUR APPOINTMENT FOR THE ST. GEORGE TEST SITE

You must call Exporior at 800.882.3981 at least **11 business days** before the day of your scheduled appointment. If you do not allow at least 11 full business days, you will forfeit your exam fee and will be required to pay another exam fee prior to

rescheduling your appointment. Call Exporior to pay the fee using Visa or MasterCard and reschedule your appointment. You may also pay the fee by mailing a cashier's check or money order, or by providing Visa or MasterCard information.

If you fail to appear for your appointment, your examination fee will be forfeited and you must reapply for the examination.

Examination Fees

The fee for the Physician Assistant Law and Rules Examination is \$60.

Walk-In Testing

Walk-in testing is provided at the Exporior Taylorsville site on a space-available basis for an additional \$10 fee. No reservation is required. The examination fee plus the \$10 walk-in fee must be paid prior to taking the examination.

Computerized Testing

Examinations are administered using Exporior's user-friendly, Windows®-based, computerized testing system. Exporior uses IBM-compatible personal computers, similar to what you may have at home or in your business. You do not need computer experience to use this system. In fact, you will only need to use five keys on the keyboard to take the test. (The other keys are disabled—there is no way you can harm the computer, the program, or the test by touching the wrong key.)

Prior to beginning your examination you can take a practice exam to become familiar with the computer testing system. A staff member will be available to help you if you need further assistance.

You will receive your score at the conclusion of the examination.

Special Test Consideration

If you require a testing accommodation under the *Americans with Disabilities Act* (ADA), please contact Exporior to obtain an Accommodation Request Form. Reasonable testing accommodations are provided to allow candidates with documented disabilities, which are recognized under the *Americans with Disabilities Act* (ADA), an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their application to help determine the necessary arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

Note: If English is your second language, a language barrier is not considered a disability.

Out-of-State Candidates

Candidates can schedule to take the test at any of Exporior's out-of-state locations on dates where testing is already scheduled to take place. Contact Exporior for more information.

What to Bring to the Exam

1. Your Admission Letter
2. Current, valid and government-issued photo identification (driver's license, state-issued identification card or military identification).

Score Information

Candidates taking a computer-based exam will receive a Score Report at the conclusion of the examination. Candidates taking a paper-and-pencil exam at the St. George testing center will receive the Score Report by mail approximately two weeks after the exam date. The report will indicate **PASS** or **FAIL** and your percentage. The minimum score of **75 percent** is required to pass. The Score Report will provide you with information regarding the next step in the licensure process or information about retaking the examination.

DUPLICATE SCORE REPORT

To obtain a duplicate score report for computer based exams, call Exporior at 800.882.3981. The fee is \$20 per score report per exam.

Appeal Committee

Our goal at Exporior is to provide a quality examination and a pleasant testing experience to every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. To facilitate this, we provide an opportunity at the end of your exam to make comments. Exporior personnel will review your comments, but you will not receive a direct response. You may also contact one of our Candidate Support Specialists at 800.882.3981 to discuss your concern. The Candidate Support Specialist will direct your inquiry to the appropriate individual for response.

We try to resolve candidate concerns at the testing site or on the phone whenever possible. If you feel that your concern has not been resolved, you must put your comments in writing to the following address:

**Exporior Assessments
A Division of Capstar
ATTN: Appeal Committee
1260 Energy Lane
St. Paul, MN 55108
Fax: 800.347.9242**

If your concern is regarding the content of the exam, you must mail your concern to Experior, as only original signatures can be accepted. No faxes are allowed. If your concern is regarding registration, scheduling or test administration (examination site procedures, equipment, personnel, etc.), you may either mail or fax your concern to Experior. In your letter, include your name, your Social Security number, the name of the exam, the date you tested and a specific description of your concern and the relevant facts surrounding it. Experior will investigate your concerns and will send a written response from the Appeal Committee within 10 business days of receipt at Experior.

Description of the Exam

The Physician Assistant Law and Rules Examination is a closed-book exam that consists of 48 multiple-choice questions. You will have two hours to complete this examination. A minimum of 75 percent of the exam questions must be answered correctly to pass the examination.

Law Exam References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes every question that could be included on the actual examination along with the answers, a content outline listing the sources from which the examination was developed, and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is **\$20** (plus shipping/handling and tax). You may order this Study Guide by calling Experior at 800.882.3981 or by completing and submitting the enclosed order form.

Note: The Laws and Rules exams are based on the materials included in the Study Guide. The version of the laws and rules in the Study Guide may or may not reflect the current laws and rules listed on the Utah DOPL Web site at www.dopl.utah.gov. If you do not wish to purchase the Study Guide, the version of the laws and rules in the Study Guide will be available at the exam site for use during your exam administration.

Copyrighted Exam Questions

All test questions are the copyrighted property of Experior Assessments, LLC, except questions directly based on Utah law, statutes or regulations. Such state-specific questions are the property of the State of Utah. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Strength and Weakness Report

If you do not pass the examination, you may request a Strength and Weakness Report by calling Experior at 800.882.3981. For candidates that test by computer, please wait at least 48 hours after receiving your Score Report before calling to request a Strength and Weakness Report.

This report will help you determine areas where more study is needed before you retake the test. The fee for this report is \$20 per examination. The report is only available for your most recent examination.

Certificate of Achievement

Candidates passing their examination deserve recognition for their accomplishment. Experior has prepared a beautifully designed 8.5 x 11 Certificate of Achievement suitable for framing. We will print your name and the name of the exam you successfully completed on the certificate. To order a certificate, call Experior at 800.882.3981. The fee is \$20 per exam.



A Division of CAPSTAR

UTAH LAW AND RULES EXAMINATION APPLICATION FORM

This application must be submitted to Experior with the examination fee. Make checks payable to Experior.

Note: The examination(s) must be successfully completed prior to submitting your Application for Licensure.

Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone: (_____) _____ - _____ Social Security No.: _____ - _____ - _____

EXAM AND FEES (fees may be subject to change)

Exam	Exam Fee
Physician Assistant Law and Rules Examination	\$60

Payment may be made by cashier's check, money order, Visa or MasterCard, payable to Experior. To pay by credit card, complete the information below.

Card Type (Circle) Visa MasterCard	Card Number	Expiration Date (month/year)
Name of Cardholder (Print)		Signature of Cardholder

EXAM LOCATION

Taylorsville, UT

St. George, UT — exams at this testing site are in paper-and-pencil format.

Other Capstar Testing Network center: To test at another test site, call Experior at 800.882.3981 ten days after submitting this registration form and fee(s).

REGISTRATION

By Mail: Send this completed form with the appropriate fee(s) to:

Experior Assessments
A Division of Capstar
1260 Energy Lane
St. Paul, MN 55108

By Fax: If paying with Visa or MasterCard, you may fax your registration to 800.347.9242.

By Phone: If paying with Visa or MasterCard, you may register by calling 800.882.3981.

Signature of Candidate: _____ Date: _____

